



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS & SROA or SURPLUS CANDIDATES ONLY

ACCOUNTING OFFICER (AO), SPECIALIST or ACCOUNTANT TRAINEE (AT)

\$3,589 - \$4,363 (AO) *or* \$3,027 - \$3,505 (AT)

ACCOUNTS PAYABLE & CONTRACTS PAYMENT SECTION SACRAMENTO

Revised

Revised

RESPONSIBILITIES: Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer, Specialist, performs professional accounting duties of average difficulty in the Accounts Payable and Contracts Payment Section. Duties include: audit the more difficult claims for payment in accordance with contract language, control agencies and departmental rules and regulations; prepare and input the appropriate entries into the CALSTARS to record invoice payments; perform regular review and validation payment records to CALSTARS reports; identify and make adjusting entries to CALSTARS accounts to reflect accurate balances; prepare claim schedules for submission to the State Controller's Office to ensure timely payment of departmental vendors; prepare correspondence, draft procedures, handle vendor and program staff inquiries; review and analyze the CALSTARS error correction report and make corrections as needed; review the correctness and appropriateness of claim schedules prior to submission to the section supervisor for review and approving signature.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience in State accounting principles, methods, and procedures.
- Knowledge of the principles and practices of CALSTARS;
- Knowledge of general government accounting, budgeting, and fiscal control method; and,
- Have excellent oral, written, and analytical skills.

WHO MAY APPLY: Applications will be accepted from current California Department of Insurance employees at the Accounting Officer, Specialist, or Accountant Trainee level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **Applicants currently on SROA list or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility, or Training and Development Assignment) on the state application.**

APPLICATION PROCEDURE: Send a completed standard State of California application to Ellen Uy, Department of Insurance, 300 Capitol Mall 14th Floor, Sacramento, CA 95814. **Please indicate "Accounting Officer, Specialist #192-4546-APC" or "Accountant Trainee #192-4179-APC" on the State application.** For additional information, please call Ellen Uy at (916) 492-3381.

FINAL FILING DATE: **Until filled**

NOTE: **Interested individuals, including last eligibles, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

pb01/27/03
r10/29/03